

Stress Management

The most commonly accepted definition of stress today is that stress is a condition or feeling experienced when a person perceives that demands exceed the personal and social resources the individual is able to mobilize.

People feel *little* stress when they have the time, experience and resources to manage a situation. They feel *great* stress when they think they can't handle the demands put upon them. Stress is not an inevitable consequence of an event: it depends a lot on people's perceptions of a situation and their real ability to cope with it.

Sometime during our lifetime we will all be faced with a situation where we feel inadequate to cope with the demands and expectations placed on us.

TomorrowTraining leads delegates through the 4 steps of the *Stress Planning Process*:

1. Identifying the sources of stress in your life
2. Listing and prioritising the sources of stress
3. Identifying appropriate stress management strategies
4. Creating a stress management plan

This programme focuses on the following areas:

- Understanding stress
 - defining stress
 - the underlying mechanisms
 - the behavioural effects of stress
- Identifying sources of stress
 - The stress 'blood pressure' test
 - Dr Holmes' Schedule of Recent Experience (SRE)
 - stress SWOT analysis
 - long term stress vs. short term stressors
- Investigating stress at work
 - job analysis
 - dealing with work overload
 - valuing your time

- Building a stress defense
 - support networks
 - building a physical defense
 - avoiding burnout

- Stress management
 - the stress planning process
 - developing a personal stress management plan
 - targeting the source

Time Management

Time Management skills are critical to minimise workplace stress and ensure a successful career.

Many a work day is spent in a frenzy of activity with little substantial or productive work actually being done. Those of us who have spent time in a frantic workplace understand that the ability to prioritise a workload quickly and efficiently is a skill. A skill that we need to take the *time* to sit down and learn in order to manage our time effectively.

This focus unit covers the following:

- planning your day
- prioritising your workload
- using the workplace tools around you effectively
- enabling others
- delegating work
- stress management techniques

Enabling delegates to work effectively and efficiently.

Number of delegates: Minimum 10, maximum 40